

RESUME



JAFAR V U
DUBAI, UAE

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Career Objective:

To work in an organization that can fully tap the potential in me, by providing an intellectually stimulating and nourishing environment and grow along with contributing towards bringing laurels and profits to the company.

Academic Qualification:

- Diploma : Electrical Engeneering
- Twelfth (Commerce), Kerala State Board
- S.S.L.C, Kerala State Board

Work Experience:

Company Name : TCN Telecommunication Ltd., Dubai
Company Name : Al Fadha Trading Company Qatar
Position : ACCOUNTANT
Duration : 1 Year

Duties & Responsibilities:

- Responsible for day-to-day book keeping.
- Planning and leading all kinds of Accounts.
- Responsible for understanding and handling customers queries, conflicts and follow-ups.
- Prepare appropriate reports and reviews for myself and team on periodic basis.
- Increasing brand awareness through BTL & Digital Marketing efforts.

Company Name : iD Fresh Food India Pvt. Ltd., Bangalore, India
Position : Sales And Marketing Executive
Duration : 1 Year

Duties & Responsibilities:

- Identify selling possibilities in market place and evaluate customer needs.
- Actively seek out new sales opportunities through shop visits, relationship building and networking.
- Set up meetings with potential clients and listen to their wishes and concerns.
- Prepare and deliver appropriate samples & presentations on products and services.
- Create frequent reviews and reports with sales and financial data.
- Ensure the availability of stock for sales and demonstrations.
- Participate on behalf of the company in exhibitions or conferences.
- Negotiate/close deals and handle complaints or objections.
- Collaborate with team members to achieve better results.

Company Name : Sylcon Footwear Thrissur,Kerala,India
Position : Salesman
Duration: : 2 Years

Duties & Responsibilities:

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Taking Customer feedback and queries and follow-ups.
- Manage customers.
- Support budgeting and bookkeeping procedures.
- Create and update records and databases with personnel, financial and other data track.
- Stocks of office supplies and place orders when necessary.
- Receiving stock and arranging well at showrooms.
- Submit timely reports and prepare proposals as assigned.
- Assist colleagues whenever necessary.

Computer Knowledge:

- MS office- Word, excel and PowerPoint
- Email handling and other basic Internet tools.
- Tally, Peach Tree

Personnel Details :

Passport No.	:	K7224911
Visa Status	:	Visit Visa
Nationality	:	Indian
Gender	:	Male
Date of Birth	:	30/01/1994
Marital Status	:	Single
Languages Known	:	ENGLISH, HINDI,KANNADA,ARABIC&MALAYALAM

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place:

Date:

(JAFAR V U)